



We discussed in class what IT is, and the four main categories of IT jobs: hardware, software, creative, and management.

Steps 1-4:

Choose one job from each of the four categories. Think back to the lists we generated in class.

For each of the four jobs, in Word, create a one-page, visually interesting mini-poster which includes:

- **Appropriate visuals** (consider your elements and principles of design here) like clip art and photos, which add to the design value of the page. (5 marks)
- **The job title** (any other job titles which describe the same job should also be included). It should stand out. (2 marks)
- **The training required to get this position.** (Where can a person get this training? How long does it take to complete? Do you need a degree, several degrees, a one-year course, several intensive workshops, or no training at all? Explain!) (10 marks)
- **Salary.** What are the usual starting salary and the average salary for this job? (How much does a person doing this job make? What's the average pay? Highest and lowest you could find?) (3 marks)
- **Help Wanted.** Look online for job ads for this job. (Higher marks if they are local jobs—in the Lower Mainland or Fraser Valley.) Take a screenshot of TWO ads for this job and include them on your poster. (10 marks)
- **Job description.** What does this person do all day? What are his or her major responsibilities? (10 marks)

You will have a total of **FOUR posters**. Be sure that they look like a “set”. Use your design skills to make them harmonious. Add a footer with your name and period on each poster. (40 marks per poster x4 =160 marks)

Steps 5-8

Imagine yourself 10-15 years in the future. You are looking for a job in Information Technology. Create the resume and cover letter that you will send in response to TWO of the ads you found for your posters. (You have eight ads, total...you are responding to TWO of them...two different ones.)

Use Word to create the resume and cover letter for EACH of the TWO positions (use all your Word skills to make these very professional looking!). **You may NOT use a template!**

You will have to make up the details of your life up to age 25 or 30. You can “imagine” which schools you went to, and what jobs you might have held, but make sure that “future you” is qualified for the positions for which he or she is applying. You might have to make up two sets of education and employment histories...one that would qualify you for job A, and one that would qualify you for job B.

Resources: If you aren't sure how to create a cover letter, try going to [this page](#) . If you need help with the resume part, try [this one](#) instead.

Resume marking: (15 marks each...two resumes = 30 marks)

- Appropriate layout and organization (5)
- Training and education match job (10)

NOTE: *if you were applying for a REAL job, even ONE spelling or grammatical error means your potential employer will throw out your resume. Proofread EXTREMELY carefully—I will do the same!*

Cover letter marking (15 marks each...two cover letters = 30 marks)

- Appropriate business letter layout and organization (5)
- Cover letter introduces you, explains how you found out about the job, and identifies the position you are applying for (3)
- Letter explains how you would be a perfect fit for the job (5)
 - Letter requests and interview and thanks employer (2)

NOTE: *if you were applying for a REAL job, even ONE spelling or grammatical error means that your letter and resume go onto the “don't hire this person” pile—it shows that you don't pay attention to details. Proofread EXTREMELY carefully (get a friend to help!). I will pretend to be that boss!*

Step 9:

Complete the reflection piece on the required goals wiki page. (10 marks) Be sure to answer all the prompts as completely as possible.

Step 10:

Fill out the marking rubric (posted separately) and indicate what mark you think you earned on each part...and why.

When your project has been posted in your e-portfolio, fill in the form on the wiki letting me know, so I can mark it!

Due date: December 17, 2013.

Marks breakdown (to be ABSOLUTELY clear):

Poster #1: 40 marks

Poster #2: 40 marks

Poster #3: 40 marks

Poster #4: 40 marks

Resume#1: 15 marks

Resume #2: 15 marks

Cover letter#1: 15 marks

Cover letter #2: 15 marks

Reflection/response 10 marks

Total marks for Required Goal 2: 230